

Notice Number: #153-20

Location: Yokosuka, Japan

Closing Date: 1/7/2021 (11:59:59 PM (EST))

Command & Location: NAVFAC - NAVFAC FAR EAST

Grade: GS-13/14

Job Type: **Assistant Counsel**

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. The Department of the Navy Office of the General Counsel has been serving the Department since 1941 and is committed to developing innovative legal solutions to the business and other challenges facing the Navy and Marine Corps to enhance the war fighting capability of the Naval Service. You will find our attorneys stationed across the United States and worldwide, working with Navy and Marine Corps personnel wherever the Department's business is conducted.

There is an anticipated vacancy for an Assistant Counsel in the Office of Counsel, Naval Facilities Engineering Command Far East ("NAVFAC FE"), Yokosuka, Japan.

NAVFAC FE is an Echelon IV field engineering command of NAVFAC serving Navy, Marine Corps, and other DOD activities in the Far East Region. As such, it provides the full range of NAVFAC services in Japan, Korea, Singapore and Diego Garcia, and acts as the contracting agent for the Navy and Marine Corps for the procurement of construction, facility services and architect-engineer services throughout the Far East. Additionally, the Commanding Officer, NAVFAC FE, in his/her capacity as Regional Engineer, is responsible for determining requirements and management of Navy facilities throughout the area of responsibility of the respective regional commanders in Japan, Korea, and Singapore. NAVFAC FE's diverse workforce is comprised of U.S. civilians, active duty, Japanese labor contract employees and direct hire employees from Korea, Singapore and the Philippines.

The Office of Counsel, NAVFAC FE, is comprised of three attorneys, including the subject position, and one legal assistant. Legal advice is provided on the full range of issues encountered by the client, with a concentration in procurement of construction, facilities repair and maintenance, architecture/engineering and base operations services, and in the areas of real estate, civilian personnel and labor law, international law, and environmental law. Workload also includes the full range of OGC and NAVFAC practice areas, including fiscal law, Freedom of Information Act/Privacy Act matters, and ethics/standards of conduct. The office also manages the Command's FOIA program. An added dimension of the practice is that legal issues often arise within the context of U.S. rights and obligations under the U.S./Japan Status of Forces Agreement and other international agreements.

Permanent Change of Station (PCS) funding may be available to those eligible. Because this is a

foreign overseas position, the successful applicant must commit to a minimum three-year tour. Extensions of up to two years are possible with client and OGC approval.

The successful applicant's duties are expected to be in the areas of civilian personnel law, ethics/standards of conduct, fiscal law, acquisition law, real property, and environmental law. The attorney may also engage in the other OGC practice areas on a less regular basis as the need arises. Some travel within and outside of Japan to locales serviced by the command, e.g., South Korea, Singapore and Diego Garcia, may be required.

This position has a full performance level of GS-14 and will be filled at either the GS-13 or GS-14 level. To be eligible for selection at the GS-13 level, an applicant must have in excess of two years of successful legal experience, a meaningful portion of which is in at least two of the following practice areas: federal civilian personnel law, ethics/standards of conduct, or acquisition law. To be eligible for selection at the GS-14 level, an applicant must have at least three and one-half years of successful legal experience, a meaningful portion of which is in at least two of the following practice areas: civilian personnel law, ethics/standards of conduct, or federal acquisition law. Experience in federal real estate law, fiscal law, and environmental law is desirable, but not mandatory, although applicants must be willing to learn these areas as necessary in order to provide effective legal services. Experience in the other areas of OGC practice identified above is also desirable, but not mandatory, as is experience with the Navy, NAVFAC, and OGC. The grade level offered will be based on the applicant's qualifications and funding availability.

Applicants will be evaluated on 1) the depth and quality of their relevant legal experience and education/training; 2) their analytical, oral, and written communication skills; 3) their interpersonal skills, including their ability to establish effective attorney-client relationships; and (4) their ability to work independently and as part of a team. Applicants with a record of making significant contributions to the advancement of the DON OGC or equivalent Office of the General Counsel or Law Firm/Office beyond the day to day legal practice is desired.

The successful applicant must have graduated from a law school that is accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. territory, or the District of Columbia, and be admitted to practice before a state or federal court. U.S. citizenship is a requirement of the position, and the successful applicant must be able to obtain and maintain a SECRET clearance.

Applicants should submit a cover letter explaining their interest in the position; a resume; two legal writing samples (not more than 10 pages each; portions of longer documents are acceptable); their most recent SF-50 (if a current federal employee); two most recent performance appraisals (if available), and the names and telephone numbers of their current supervisor and at least three references (other than current supervisor) who may be contacted.

Applicants should clearly indicate if they do not want their current supervisor to be contacted. The cover letter should address when the applicant will be available to report for duty. Current Federal employees should also indicate their present GS and step level or equivalent grade and salary.

Inquiries about the position or living in Yokosuka may also be directed to the Counsel, NAVFAC FE, Ms. Christine Tollefson at [Christine.tollefson@fe.navy.mil](mailto:Christine.tollefson@fe.navy.mil) or 011-81-46-816-6035 (DSN: 315-243-6035).

For additional information, interested attorneys may also contact Mr. Dave Coker, Counsel, NAVFAC Pacific, at [david.coker@navy.mil](mailto:david.coker@navy.mil) or 808-472-1166/DSN 315.

Applications must be submitted by e-mail to [navfachqogcjobs.fct@navy.mil](mailto:navfachqogcjobs.fct@navy.mil). Hard copy applications are not being accepted at this time. The subject line of the e-mail should state the Personnel Notice Number.

This Personnel Notice will close at 11:59:59 PM (EST) on January 7, 2021. Applications received after this time and date will not be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of General Counsel, processing of the hiring action can only commence after submission of those items identified in the “Documentation Instructions for Hiring New OGC Attorneys” (see “OGC Civilian Attorney Careers” section of [www.ogc.navy.mil](http://www.ogc.navy.mil)).

The position includes provisions for housing – either base housing or a significant tax-free annual living quarters allowance to cover housing and utility costs which amount fluctuates and is based on one’s eligibility and total number of dependents. Current living quarters allowance figures may be viewed at <http://aoprals.state.gov>. Additionally, the position includes a tax-free post allowance, which is paid simultaneously with other wages. Dependents are entitled to attend the Department of Defense Dependents Schools, which are located only a few blocks from the office. The successful candidate and family will also have access to overseas military exchanges, commissaries, and morale, welfare, and recreation facilities. Medical care is available on a reimbursable basis. In addition to annual and sick leave, the successful candidate will accrue home leave and be eligible for Environmental and Morale Leave flights on military aircraft. From Yokosuka, downtown Tokyo is approximately an hour and a half by train, while the trip to Yokohama takes about forty-five minutes. Kamakura, a historic center of political, economic and cultural power during the Kamakura Period in Japan, is about fifteen minutes away by train. Information about living and working in Yokosuka may be accessed on the internet at <http://www.cnmc.navy.mil/yokosuka/>.

If the successful applicant is not currently a member of the Department of the Navy Office of the

General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of [www.ogc.navy.mil](http://www.ogc.navy.mil)).

#### NOTICE OF VETERANS' PREFERENCE

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor for attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., DD Form 214, "Certificate of Release or Discharge from Active Duty") to their submissions.

Although the point-preference system is not used, applicants eligible to claim a 10-point preference must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and supporting documentation required for the specific type of preference claimed. (SF-15, which lists the types of 10-point preference and the required supporting documents, is available from the Office of Personnel Management Website at [www.opm.gov](http://www.opm.gov).)

Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit <https://www.fedshirevets.gov/index.aspx>, <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans>, and see the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

#### Reasonable Accommodation Links:

<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>

<https://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>

#### Legal and Regulatory Guidance Links:

#### Financial suitability Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>

#### Social security number request Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security->

number/

Privacy Act Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>

Signature and false statements Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>

Selective Service Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>

New employee probationary period Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>

If relocation expenses are a requirement, the applicant should state their requirement for this expense in the application package. Relocation expenses may be paid, but are not guaranteed.

Permanent Change of Station (PCS) funding may be available to those eligible.